



DRAFT MINUTES
SUNNYVALE HOUSING & HUMAN SERVICES
COMMISSION
AUGUST 23, 2006

The Housing & Human Services Commission met in a regular session in the West Conference Room at 456 W. Olive Ave., Sunnyvale City Hall, Sunnyvale, CA 94086 on August 23, 2006 at 7:10 p.m. with Chairperson James Callan presiding.

ROLL CALL

Commission Members Present: Chair James Callan, Commissioners Ann Andersen; Micki Falk; Damon Kali; Charles Keeler; Patrick Meyering; Timothy Persyn

Commission Members Unexcused Absent: None

Commission Excused Absent: None

Staff: Annabel Yurutucu, Housing Officer; Ernie DeFrenchi, Affordable Housing Manager; and Victoria Chambers, Senior Office Assistant

PUBLIC ANNOUNCEMENTS

None

CONSENT CALENDAR

A. Approval of the July 19, 2006 Minutes

Commissioner Andersen made a motion to approve the Draft Minutes of July 19, 2006. Commissioner Keeler seconded.

Motion carried 5 – 0 with Commissioners Kali and Meyering abstaining.
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CITIZENS TO BE HEARD

None.

PUBLIC HEARINGS/GENERAL BUSINESS

A. Discussion of Modifications to the Outside Group Policy and Procedures, the Human Services Policy, and the Request for Proposal Process for Outside Group Funded Agencies

The Housing Officer reviewed the changes that were made to the Outside Group Policy and Human Services Policy. She began the discussion of the policy changes with a brief historical review of the Commission's role in the previous processes involving these policies.

The outside group agencies applying for funding from the City had been separated into those eligible for Community Development Block Grant (CDBG) funds and others that receive General funds. The timing of this combined process was problematic, as CDBG fund and General fund timelines differ. Council has modified the Outside Group Policy and the Human Services Policy. The HHSC may make recommendations to Council to provide additional funding through the General fund for agencies receiving CDBG funds, should the amount of CDBG funding seem inadequate to meet urgent needs.

Housing staff have already met with other departments to advise those who may not be aware of the modifications to the Outside Group Funding process. Housing staff will be meeting with the agencies to discuss the changes in these policies that are effective for FY2007-08.

Chair Callan clarified the timeline of the process, stating that the review process would begin in September and HHSC recommendations on funding priorities are to be made in October for Council's review in November.

Chair Callan asked if this new process means that the HHSC will not be making recommendations as a Commission for the General Fund agencies. The Housing Officer confirmed and stated that as members of the public the HHSC may attend the Council Budget Study Session and make funding recommendations in relation to these agencies.

Commissioner Persyn asked if Council could provide a methodology as how to make recommendations for allocation of General funds beyond the CDBG funds allocated. The Housing Officer suggested that a subcommittee of the Commission could be created for the purpose of creating a methodology for this type of recommendation.

B. Annual Review of the City Code of Ethics

Members of the Commission mentioned their recent attendance at the Ethics in Public Service Workshop, and felt that all of the material had been fully discussed.

NON-AGENDA ITEMS AND COMMENTS

- Commissioners Oral Comments

Commissioner Falk distributed a handout called the Monday Morning Memorandum and shared what the memorandum detailed about a Senate Bill that was passed.

Commissioner Meyering inquired about a Notice of Intent (NOI) to Release Funds required by HUD that was published by the City.

Housing Officer stated that before submitting an Action Plan to HUD, the Action Plan is reviewed by the Commission and Council. The NOI is required for capitol projects or housing projects. The Housing Division is required to publish the findings of environmental impact. The required notice is published and a form is sent to HUD (15-day notice) requesting release of funds. This is a statutory action that the City is required to take prior to implementing that activity or expending any of the funds on that project. NOI's are published for activities that have already been approved by Council and HUD.

Commissioner Persyn suggested that reviewing these NOI's would give the Commission insight into the stages involved with these processes. He suggested that the Housing Division include the HHSC on the e-mail and send them a copy of all published legal notices.

Commissioner Keeler agreed with Commissioners Meyering and Persyn and would like to receive a notification of the NOI's (legal notices). Commissioner Andersen also agreed.

Commissioner Persyn asked if there are Housing-related issues that go to Council of which the Commission is not aware. The Housing Officer stated that Housing Division issues are typically brought to the attention of the HHSC, either formally or by comments of the Housing Officer.

Commissioner Keeler asked if the Peterson School Fields could be used for housing. Mr. DeFrenchi stated that he is not aware of this going to Council in the form of a Report to Council. Chair Callan asked if Commissioner Keeler would like to nominate this as a possible study session issue at the next meeting and perhaps have a discussion of this. The Housing Officer stated that Planning staff may be better equipped to answer this. Staff will look into what can be compiled for the next meeting.

Chair Callan thanked Commissioner Falk for bringing up the Memorandum.

- Staff Comments

The Housing Officer stated that the Study Issues Process time has begun. Staff and the Commission may make recommendations for study issues and create Study Issue Papers for Council to consider. This process is unique to Sunnyvale and allows Council the opportunity to consider all study issues and long-term work plans, and then to allocate staff time to specific areas that have the highest priority based upon Council ranking. This process is beginning sooner this year than it has in the past. Study Issue Papers are due to the City Clerk's Office no later than September 15. Study Issues identified after September 15 (from a board or commission) will be considered for the following year, unless identified by a Council member.

The Housing Officer will talk to City staff to determine if there is any exception in regard to the proposed timeline, since the due date for study issues is prior to the next Commission meeting.

INFORMATION ONLY ITEMS

None

ADJOURNMENT

Chair Callan adjourned the meeting at 8:32 PM.

Respectfully submitted,

Annabel Yurutucu
Housing Officer